



## THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

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### Records and Information Management Services

#### State Agency Specific Schedules For Pardons and Paroles, State Board of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bank Deposit Slip Files		3 years		Temporary - Short Term		0465-003
Board Contact Cards		10 years		Temporary - Short Term		0465-004
Cancelled Checks and Check Book Stub Files		4 years		Temporary - Short Term		0465-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Case File Materials	Includes sentencing documents, legal investigation, social investigation, personal history statement, parole review summary, delinquent report, waiver of final hearing, discharge order without parole, pardon application	20 years		Temporary - Long Term		0465-009
Civil Litigation Case Files		5 years		Temporary - Short Term		0465-007

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Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Clemency Actions	Includes ballots/board decision sheet, parole certificate/supervised reprieve order/conditional transfer, discharge order with restoration of rights, pardon, commutation, restoration of rights, revocation of parole order	Permanent		Permanent		0465-008
Inmate Correspondence Files		1 year		Temporary - Short Term		0465-001
Kardex Reference Cards		40 years		Temporary - Long Term		0465-006
Weekly Clemency List		6 months		Temporary - Short Term		0465-005